

MEMORANDUM FOR: Director, Accounting Systems Division, General Accounting Office

ATTENTION : Mr. William C. Gallagher

SUBJECT : Revision of Time and Attendance Report

REFERENCE : General Accounting Office Regulation No. 102

1. This Agency is planning the establishment of a mechanized computation method for preparation of payrolls which will utilize a tabulating card as the basic time and attendance report.

2. A card form has been designed to accommodate all essential time and leave information. Although initially it is proposed to use this card only for the computation and processing of payroll data, a later application to a mechanized computation and recording of leave is being considered.

3. The enclosed time and attendance card layout form is submitted for your approval. Additional information will be available upon request.

Your cooperation will be appreciated.

LS
E. R. SAUNDERS
Comptroller

STATINTL

Enclosure:
1. Form Specification

MRD/TK/ [redacted] *py*
Retyped TAS/FWG/bay (12 Mar. 56)

CONCURRENCE:

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Edward F. Chappell
General Accounting Office Site Auditor

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